

Security Information

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### CIA CAREER SERVICE BOARD

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#### 4. THE CIA CAREER SERVICE BOARD

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#### b. RESPONSIBILITIES AND FUNCTIONS

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- (6) Approve the allocation of Career Development Positions to facilitate the training and development of career employees.

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#### 6. CAREER DEVELOPMENT POSITIONS

##### a. GENERAL

Individuals who would be absent from their regular assignments for periods in excess of six months for the purpose of participating in formal training or other Agency planned development activity may, with the approval of the CIA Career Service Board, be temporarily assigned to one of a limited number of Career Development positions which have been established for this purpose.

##### b. REQUESTS FOR ALLOTMENT OF CAREER DEVELOPMENT POSITIONS

- (1) Requests for allotment of Career Development positions will be prepared in quadruplicate by the Component Head who has career planning responsibility for the individual concerned. Such requests will be addressed to the Chairman, CIA Career Service Board and forwarded to the Executive Secretary, CIA Career Service Board. They must include:

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- (a) A statement of the individual's career plan as approved by his Component Career Service Board,
  - (b) A description of the nature and probable duration of the specific development action proposed,
  - (c) The specific assignment which is planned for the individual upon completion of the proposed development action, including assurance that a suitable position will be available at that time,
  - (d) A justification of the necessity of accomplishing the proposed development action through the use of a Career Development position rather than through some other administrative device, and
  - (e) Signature lines on the last page of the request providing for the concurrences of the Director of Training and the Assistant Director (Personnel) and the approval or disapproval of the CIA Career Service Board.
- (2) The Executive Secretary, CIA Career Service Board will insure requests are complete and will coordinate them with the Director of Training and the Assistant Director (Personnel) before they are submitted for consideration by the CIA Career Service Board.
- (3) The CIA Career Service Board will consider requests for allotment of Career Development positions to accommodate individuals grade GS-16 and above only with the understanding that no new

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Super-grade position will be requested or encumbered to cover the individual's absence from his normal duties.

- (4) Requests for allotment of Career Development positions which are approved by the CIA Career Service Board will be returned to the Office of Training for preparation and transmittal of an appropriate Standard Form 52, Request for Personnel Action. This document will be accompanied by the original copy of the approved request for inclusion in the individual's Official Personnel Folder.

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